

***9 November 2004**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-456C
AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-217AC**

**Human Resources Assistant
(Customer Service)
N0279/A
GS-0203-07/06
\$34,348 - \$44,652 pa
\$30,910 - \$40,187 pa**

ANNOUNCEMENT DATE:

23 September 2004

***CLOSING DATE:**

14 December 2004

SELECTING OFFICIAL: Supervisor – Customer Service

**APPOINTMENT FEATURES: Competitive Service
Career/Career Conditional Status**

POSITION LOCATION: Human Resources Office – OTAG, Sacramento, CA

POSITION REQUIRES SOME TRAVEL (1 – 5 DAYS A MONTH)

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #455(ARMY)/#216A(AIR). ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-07 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR GS-06 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

This position is located in the state Human Resource Office (HRO). The primary purpose of the position is to provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. May accomplish work through the use of an automated system.

1. AREA OF CONSIDERATION/WHO MAY APPLY: Statewide. Applications will be accepted from current permanent technicians of the California National Guard with Career or Career Conditional status.

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2. **CONDITIONS OF EMPLOYMENT:** Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. **DUTIES:** Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards; provides technical assistance in executing the employee relations program; provides specific advice and guidance to supervisors, managers and employees on a variety of employee relation's matters, to include resolving minor employee problems; explains provisions of employee Workers' Compensation such as determination reassignments and light duty; coordinates with Department of Labor as necessary.

4. **QUALIFICATION REQUIREMENTS:** Competitive qualification requirements for this position are from OPM X-118 Handbook:

- a. **GS-07** requires 1 year of specialized experience equivalent to at least the next lower grade level.
- b. **GS-6** requires 1 year of specialized experience equivalent to at least the next lower grade level

General Experience is progressively responsible clerical, office or other work which indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Specialized experience may be substituted for general experience.

Specialized Experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skill, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

If selected as trainee, the appointee may be non-competitively promoted to GS-07 upon meeting full qualifications and recommendation of supervisor.

5. **KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of basic rules, regulations and policies which govern performance of the work.
- b. Ability to communicate both orally and in writing.
- c. Skill in gathering information, data, and preparing reports.
- *d. Skill in the use of an automated system.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.